



MEMORANDUM

From the office of Town Administrator Peter R. Flynn

Date: March 26, 2013

From: Peter R. Flynn

To: Board of Selectmen

Subject: Updated revision in Employees Handbook

If you recall my presentations of last fall and again before the Finance Committee in October, it was agreed that the attached schedule would be submitted for inclusion in all the budgets that contained some sort of employee payroll whether it be full or part time.

The increases would be based on the attached schedule and would not be official until after Town Meeting approval.

As you know, this has happened and therefore the action required at the April 1, 2013 Selectmen's meeting is appropriate and conforms to all the previous discussions on this matter.

A motion to "Adopt the updated pay scale schedule as submitted by the Town Administrator and Police Chief for inclusion in the Employees Handbook" effective immediately.